

## Standards for Scanning Court Case-Related Documents Being Sent to Central Document Repository

### Background:

While Arizona clerks of court are custodians of the superior court record (A.R.S. §§ 12-282 & 283) and are responsible for observing proper records management practices and maintaining state court records, their individual local practices can negatively impact the court-to-court transfer process for records on appeal as well as the nightly OnBase document transfer process. Clerks are increasingly adopting a scanning process for paper documents that takes place outside of OnBase using software supplied by the scanner manufacturer rather than OnBase. Limited jurisdiction courts adopting AJACS are also expressing interest in scanning outside of OnBase.

Results and file sizes have varied widely since the Pinal Clerk of Court pioneered the method. In order to achieve the optimal balance between image quality and file size, prevent failures in transmission due to timeouts, minimize storage space needs, reduce the time required for backups, and ensure files meet size limits imposed for eventual public access, Commission on Technology has adopted the following standards for scanning outside of OnBase.

### 1. Creating TIFF or PDF using Native Scanner Software

For court case-related documents being scanned outside OnBase (i.e., not using Production Document Imaging or Kofax) and being brought into OnBase via Unity integration as part of the AJACS document finalization process:

| Description  | Requirements  |
|--|---|
| Clean, high contrast documents with smallest character of 1.0 mm or larger, text only, and any documents containing handwritten notes/markings | Maximum 300 dpi_bitonal (B&W), TIFF or PDF/A<br>Use CCITT Group 4 compression<br>Zero degrees rotation  |
| When imprinting feature on scanner is used   | Offset of 8.75 inches, text string including initials of scan clerk, digital endorser off, adjust ink cartridge setting to between B5 and A4 tab on right side of machine |

In all cases, digital reproductions shall enable production of legible printed facsimiles when produced in the same size as the originals (that is, 1:1).

### 2. Oversize Documents, Photos, and Other Exhibits

| Description  | Requirements   |
|--|--|
| Half-tone illustrations, photographs, special documents and items where <u>color</u> is vital to accurate representation –OR–<br>Low contrast documents or items having low legibility in the original | Use native scanner software, max 600 dpi greyscale or 24-bit color, select highest compression setting that provides sufficient quality, save as PDF or TIFF |

In all cases, digital reproductions shall enable production of legible printed facsimiles when produced in the same size as the originals (that is, 1:1).